

DUTY STATEMENT

Classification: Deputy Director		Position Number: 811-112-7500-001	
Branch/Section: Office of External and Legislative Affairs			
Location: Sacramento		Effective Date:	
Management Designation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conflict of Interest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supervision Received:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Supervision Exercised:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Pursuant to Government Code Section 3100-3109, all public employees are declared to be disaster service workers for the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources. This is of paramount state importance in protection of its citizens and resources.

POSITION SUMMARY

The Office of External and Legislative Affairs serves as the Office of Environmental Health Hazard Assessment's (OEHHA) public information, legislative affairs and ombudsman office, and houses the Proposition 65 Implementation Program's administrative and external activities (Safe Drinking Water and Toxic Enforcement Act of 1986). The Deputy Director for the Office of External and Legislative Affairs serves as the public information officer, legislative affairs director, and ombudsman for the OEHHA. The Deputy Director is an integral part of the Executive Office team.

Under general direction of the Chief Deputy Director, Executive Office, the Deputy Director oversees the operations of the external and legislative affairs office. The Deputy Director serves as OEHHA's press spokesperson and liaison with the Legislature, and is responsible for drafting and issuing press releases, tracking, and drafting legislative bill analyses, recommending positions on legislative bills, and developing and implementing policies affecting the Office of External and Legislative Affairs. The Deputy Director also provides general oversight of the Proposition 65 Implementation Program's administrative and external activities. The Deputy Director performs the following duties and other related work:

ESSENTIAL FUNCTIONS

- 40% Plan, organize and direct the operations of the legislative program. Advise the Director and other members of the Executive Staff on legislative and governmental matters. Consult with other executive staff members regarding the implications and ramifications of proposed legislation as it affects the program operations of OEHHA. Testify before the Legislature. Analyze, draft and interpret state and federal legislation. Monitor the progress of and develop, recommend, prepare and present OEHHA's position on all state and federal legislation affecting the department. Establish and maintain close liaison with the Governor's Office, CalEPA and other state, federal and local governmental agencies.
- 40% Serve as OEHHA's communications director and external affairs director. Conduct news-media interviews, prepare and issue press releases, and respond to press inquiries in coordination with Cal/EPA and the Governor's Office. Direct the development and dissemination of informational materials, including press releases, press advisories, brochures, pamphlets and fact sheets. Oversees information provided for the news-media contacts and organizes and coordinates press, radio and television interviews to raise public awareness of OEHHA accomplishments and programs and ensure accurate reporting of them. Provide consultation and prepare OEHHA staff on outreach to stakeholders and the public concerning OEHHA activities. Draft and submit daily media reports to CalEPA and the Governor's Office. Manage and direct daily postings to OEHHA's social media accounts to inform the public and

(Attach additional sheet if necessary)

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	Date:
Employee Signature:	
I certify that the above accurately represent the duties of the position:	Date:
Supervisor Signature:	
PERSONNEL USE ONLY: This personnel action has been reviewed and approved by:	
Personnel Analyst Signature:	Date:

stakeholders about OEHHA activities. Manage the development of content for the Proposition 65 warnings website (www.P65warnings.ca.gov) and for videos about OEHHA programs. Serve as OEHHA's ombudsman and perform outreach to stakeholders and the public on OEHHA major policies, programs and releases. Respond or oversee responses to inquiries from the public and stakeholders.

- 15% Responsible for the general management and oversight of the Proposition 65 Implementation Program. Oversee staff responding to public requests for information on Proposition 65 and to the Public Record Acts requests related to Proposition 65. Direct the maintenance and annual updating of the Proposition 65 chemical list. Oversee the submittal of Proposition 65 regulatory notices to the Office of Administrative Law for publication in the California Regulatory Notice Register, and the organization of public workshops and meetings of the two committees of the OEHHA Science Advisory Board to ensure compliance with requirements for public notice, open meetings, and transparency. Directs implementation and public outreach efforts of the Proposition 65 Implementation Program and activities.

MARGINAL FUNCTIONS

- 5% As a member of the Director's Executive Staff, confer with, and provide advice to, the Director and other members of the Executive Office team on the development of policies and policy documents that require precise communications between OEHHA and the Office of the Secretary, other Cal/EPA boards and departments, other agencies, the Governor's office, the Legislature, stakeholders or the public.

DESIRED QUALIFICATIONS

- Knowledge of the mission, programs, and policies of OEHHA and CalEPA and environmental policy issues.
- Knowledge of news media relations, social media, website management and professional communication practices.
- Knowledge of the Safe Drinking Water and Toxic Enforcement Act of 1986, commonly known as Proposition 65
- Knowledge of public administration, journalism, public policy, public health, or a related field.
- Excellent skills in management, leadership, and interpersonal communication, with experience in program administration, problem-solving, and policy development.
- Strong writing and editing skills.
- Demonstrated ability to effectively communicate and consult with the executive level and staff at organizations such as Cal/EPA, Legislature, governmental control agencies, and other state boards and departments.
- Ability to analyze legislation and effectively communicate with legislative officials and staff.
- Contribute to the continuing effectiveness and improvement of the Environmental Management System.

WORKING CONDITIONS

- Varied work settings, including work in a high-rise building, telecommuting from home office and other authorized off-site locations as needed; representing the program at public meetings and with outside organizations.
- Extensive computer use, which involves prolonged sitting, viewing of a monitor, and repetitive motion.
- Time-critical assignments.
- May be required to travel to other locations for meetings and events as necessary.